



The Hundred of Hoo Academy

Primary Attendance and Punctuality Policy 2024-2025

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1. Statement of Intent

The Senior Leader responsible for the strategic approach to attendance at Hundred of Hoo Primary Academy is Vice-Principal Mrs H. Chandler.

The Hundred of Hoo Primary Academy adheres to the principles and guidance as set out in the DfE publication, "Working together to improve school attendance." August 2024. https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

1. The Hundred of Hoo Primary Academy is committed to providing a full and efficient educational experience to all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. All academies will employ a wide range of strategies to do all they can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority.

2. It is a fundamental part of The Hundred of Hoo Primary Academy's ethos to celebrate success and achievement. Excellent attendance and punctuality are integral to a productive and successful education and career. Academies will actively promote and encourage 100% attendance of all students.

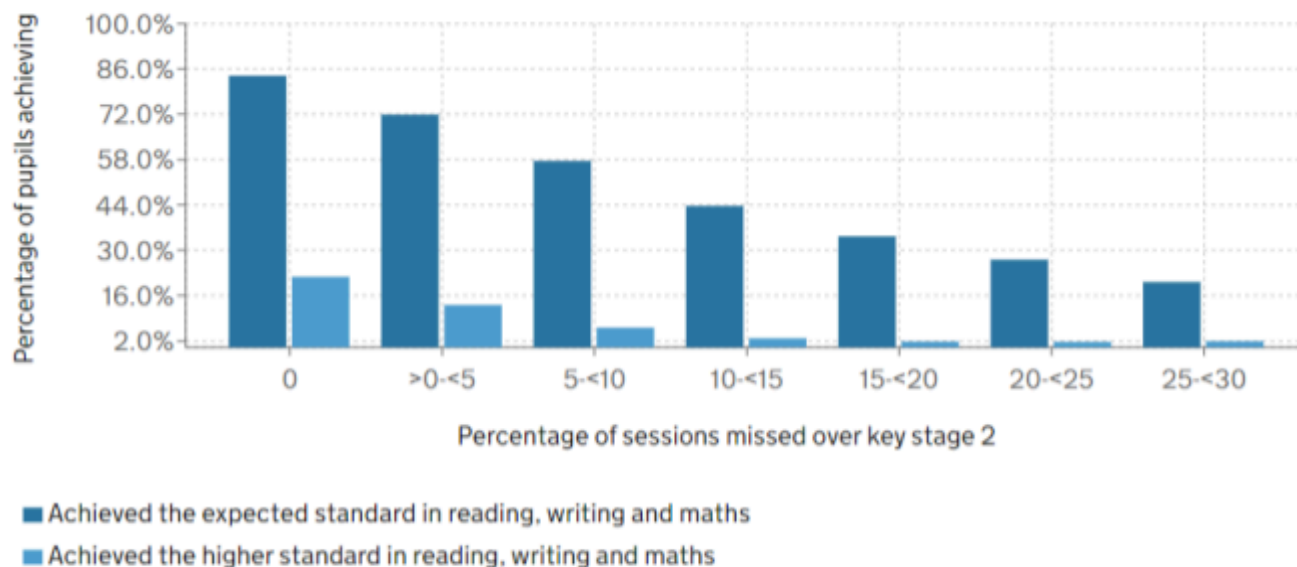
3. Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance. Each Academy will give high priority to developing effective links and conveying to parents, carers and students the importance of regular and punctual attendance.

4. The need to work in partnership with parents and carers is essential and will be the responsibility of each Academy to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

5. Leigh Academies Trust is committed to promoting race, disability and gender equality within all practices and procedures related to attendance and punctuality.

6. It is only the Principal(s) of each Academy in the Trust who can authorise absence.

Figure 2: Overall attainment in reading, writing and maths at the end of KS2 by percentage of sessions missed over KS2



Source: Department for Education

The Academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during the day. It is a fundamental ethos of the Leigh Academies Trust to celebrate success and achievement and all Academies in the Trust actively promote and encourage 100% attendance by all of our pupils. Our expectation is that all pupils achieve a minimum of 97% attendance.

All children have the right to access education every day of the academic year. This enables them to engage, progress and achieve in all aspects of Academy life. Positive life outcomes are fundamentally linked to excellent attendance and punctuality. We know the importance of all of our pupils benefiting from the 190 days of learning they are entitled to, to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment.

Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance and punctuality. As an Academy, developing effective links with parents is a high priority and we are committed to regularly conveying to parents, carers and pupils the importance of excellent attendance and punctuality. It is an offence in law to permit absence without good reason and may result in prosecution under the Anti-Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

2. Roles and Responsibilities

2.1 The Academy will:

- Ensure that all staff are aware of the Registration procedures and receive appropriate professional development with regard to these.
- Complete Registration accurately at the beginning of each morning and afternoon session.
- Stress to parents/carers the importance of contacting the Academy on each day of absence, and provide effective mechanisms for them to make contact with the Academy.

- Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.
- Promote race, disability and gender equality within all practices and procedures related to attendance and punctuality.
- Through consultation days and reporting systems, ensure that parents, carers and pupils are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance.
- Work towards ensuring that all pupils feel supported and valued.
- Support pupils who have difficulty accessing education through the work of the Academy support, Trust Attendance and Welfare Officer and Local authority, Early Help and School's Pastoral Manager.
- Actively promote, encourage and celebrate 100% attendance.

2.2 Parents / Carers will:

- Actively promote and encourage 100% attendance.
- Contact the school whenever the pupil is absent on the first day and on each subsequent day of absence.
- Provide proof of medical appointments and medical treatment if requested to do so by the Academy.
- Avoid removing their child during the Academy day.
- Attend attendance meetings with members of staff from the Academy when requested in order to put in place strategies to improve attendance.

3. Attendance Procedures

3.1 Registration

- The statutory recording of attendance and absence at the start of each session (8:30-8:45am / 1:00-1:15pm) is known as Registration. This is undertaken within the first 15 minutes of the morning and afternoon sessions. Wherever possible this Registration is taken 'electronically' by register calling.
- Designated staff will be reminded of their legal duty to complete and submit Registration at the appropriate time, and use the correct registration codes (Appendix 1). No student will undertake the process at any stage.
- Legally, the register must be taken twice a day, once at the start of the school day at 8:30am, and once during the afternoon session at 1:00pm. The registers will remain open for 15 minutes after this.
- Pupils arriving after the end of the Registration period and before 9:00am will be coded L (Late before registers close) which is a present mark. The number of minutes late will be recorded in the register.
- Pupils arriving after 9:00am will be coded U (Late after registers close) which counts as an unauthorised absence for the whole morning session.
- Parents/Carers will be contacted to discuss the matter further for students regularly arriving at school late.

Attendance coding	Time
/	8:30am - 8:45am
L	8:46am - 9:00am
U	9:01am - 12:59pm

3.2 Informing the Academy of Absence

If a child is absent Parents or Carers must:

- Contact the **Primary Academy's phone line (01634 257519)** prior to 8.45am on the first day of absence, advising of the reason and likely length of absence. Parents or carers should continue to inform the Academy on each subsequent day of absence.
- Email the **Primary Academy Office (office@hundredofhooacademy.org.uk)** or come into the **Primary Academy Office** prior to the pupils return to provide the reasons and necessary evidence to authorise the absence. This needs to be completed as soon as the evidence is available. The Academy will not chase up evidence to support absence as this is a parental responsibility to provide. Wherever possible, all medical appointments should be taken outside of school time. Evidence to support absence can be an attached photo, or photocopy, of:
 - a. letter from medical professional,
 - b. appointment card with name date and time,
 - c. copy of prescription note,
 - d. copy of prescribed medication sticker on side of medicine packaging

If the Academy is not informed of an absence, it will take the following action:

Day	Academy Action if Absence Not Reported
1	Absence without reason call by Primary Office
1	Text message sent to contact Primary Office
1	Possible home visit where attendance is already a concern
↓	
2	If no contact following day 1, 2nd day call from Primary Office
↓	
3	If no contact following day 1&2, 3rd day call from Primary Office
3	Home visit arranged and letter sent to contact academy
↓	
<5	Discussion with Medway AAP as possible CME
↓	
5	Fixed penalty notice letter issues due to 10 sessions missed
↓	
<10	Referral to Medway AAP for CME and other external agencies

Only the Principal can authorise absence. Parents and carers cannot authorise absence. However parents and carers can provide reasons for absence for the school to consider. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absence). It is reasonable for members of staff to ask questions regarding a child's attendance and punctuality and, when appropriate, request evidence to support the reason for absence from school.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and will be subject to legal action.

When a student is sick whilst at the academy, they will be taken to the Primary Academy Office where a member of the Leadership Team, or other authorised person, will contact the parent/carer for the pupil to be collected from school. Prior to leaving the Academy site, all students must report to the Primary Academy Office and be officially signed out.

3.3 Unauthorised Absence

Absence may be deemed unauthorised where:

- Parents or carers do not provide evidence to support absence due to ill health.
- Parents or carers remove pupils from school for holidays or trips (leave of absence) during term time.
- Pupils arrive at the Academy after the registration period has ended unless there are agreed arrangements in place.
- Parents or carers keep children from the Academy unnecessarily.
- Parents or carers do not communicate the reason for absence to the Academy.
- A pupil truant - where they are absent without the parents' or carers' knowledge.

Holidays in Term time will never be authorised. The Academy is closed for 14 weeks a year when parents can take holidays and travel abroad. Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice. In this instance, a 'Notice to Improve' notification will not be issued beforehand.

Where there is an exceptional and immediate circumstance (such as a death in the family but not family weddings or such events) where a pupil will need to be absent during term time, a request can be made to the Principal in writing who will then consider the application and respond in writing. The Principal of the Academy will make the decision of acceptance or refusal. The Academy can consider the student's previous record of attendance and take this into account. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'. These could include: service personnel returning from tour of duty, absence recommended by a health professional as part of a parent's or the child's rehabilitation or the death or terminal illness of a person close to the family. (Medway Council Code of Practice dated 1st September 2014). The Principal's decision is final.

If absence is not authorised and the leave of absence of at least 10 sessions (5 days) is taken, a referral will be made to the local authority attendance service who may issue a Penalty Notice to each parent for each child taken out of the academy. A penalty notice may also be issued if your child incurs 10 sessions of unauthorised absence in a six school-week period.

3.4 Lateness

Poor punctuality is not acceptable. Pupils arriving late cannot start the day effectively, disrupt lessons, and encourage absence or poor punctuality in others. Where pupils are late to the Academy with no valid reason the following punctuality protocols will be followed:

- The Academy day starts at 8:30am and we expect pupils to be through the gate and on their way to their classroom by this time.
- Any pupil who arrives through the gate after 8:45am will be expected to report to the Primary Office with their parent or carer to provide a reason for being late. For any pupil who arrives through the gate after 9:00am, this will be automatically recorded as an unauthorised lateness (U code) and parents and carers will need to accompany pupils to provide a reason.
- Poor punctuality is classed as irregular Academy attendance and is dealt with accordingly. This may mean that parents or carers could face the possibility of legal action.
- If you know your child is going to be late for a specific reason please call the Primary Academy Office before 8:45am, following the same procedures for absence.

3.5 Informing parents of absence, lateness and illness

If a child is absent, the Academy will:

- Call parents and then email or text parents or carers on the first and subsequent day of absence if the Academy has not already been notified of the absence.
- Advise parents or carers in writing of any concerns regarding absence and lateness.
- If a pupil is absent and parents or carers have not informed the Academy of the reason for absence, Academy staff may conduct home visits to ensure pupil welfare.

3.6 Leaving Site During the Day

Pupils are not to leave site during the school day, except in exceptional circumstances:

- In case of medical need, in the first instance the pupil should seek medical attention from our on-site first aider. With permission, a pupil may take time out of a lesson (in a designated area) to see if their condition improves. The first aider may feel that it is not appropriate for the child to be in the Academy due to poor health. Permission from a member of the Leadership Team, or other authorised person, must be granted before a child leaves site due to feeling unwell.
- A member of the Primary Academy Office team will contact the parent/carer for the pupil to be collected from school.
- Pupils must NOT contact parents during the Academy day and request collection or permission to leave.
- Prior to leaving the Academy site, all pupils must report to the Primary Academy Office and be officially signed out.

3.7 Absence Calls

When making absence calls, the academy will:

- Request a reason for absence and inform parents/carers whether their child's absence will be authorised or not and advise of any evidence needed to support the absence (including possible options).
- Inform parents/carers of their child's current attendance and how this compares with the school target of 97% for each pupil.

- Inform parents/carers if their child's current attendance means they are classed as a persistent absentee (less than 90%) or are approaching this point (less than 95%).

4. Monitoring and Evaluation

Monitoring of attendance is systematic and rigorous to ensure there is a strategic approach to improving a pupil's attendance where it is below expected and impacting on their progress:

- Academy attendance data will be published for consideration at every Academy board meeting. It may also be submitted to the Trust Academies Standards Committee as required.
- Attendance data will be produced regularly and distributed to the Senior Leadership Team to enable interventions to occur.
- The Primary Attendance Lead will be responsible for monitoring attendance in the Academy.
- The Primary Attendance Lead has responsibility for the management of attendance figures, and actions to improve attendance within the academy.
- The Principal has overall responsibility for the publication and monitoring of the attendance data for the whole Academy.
- Attendance data will be collected via the DfE Census three times per academic year.

5. Strategies for Improving Attendance and Punctuality

- The person responsible for leading attendance will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with pupils, parents/carers and other stakeholders. This may include other staff as appropriate.
- Attendance, punctuality and its impact on learning and progress will be a key area for discussion between teachers, the leadership team and parents/carers during consultation days/evenings.
- A range of positive strategies will be used to reward individual pupils and groups for outstanding and/or improved attendance.
- Regular attendance meetings will be held between the Academy and the Local Authority Attendance Officer assigned to the school.
- Pupil attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Children's Social Services, Police, relevant LEA's, Ofsted and the DfE.

6. Absence of Leave during Term Time

The Academy may not grant any leave of absence during term time unless there are very exceptional circumstances. Applications for Leave of Absence must be made in writing to the Principal of the Academy. The Principal of the Academy will make the final decision of acceptance or refusal. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'. If absence is not authorised and a leave of absence is taken, a penalty notice may be issued.

Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued.

First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Note: any child who has taken a term time holiday will be required to provide evidence to support any further absences during the remainder of the academic year. Any absences due to ill health either directly before or after a school holiday will need to provide evidence to support this absence in order for the school to authorise the absence.

7. Persistent Absence Referrals

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The Academy will consider pupils below 95% at risk. Pupils who fall into either of these categories will be monitored by the Academy attendance team.

Analysis of attendance by micro population will identify strengths and areas for intervention to further improve attendance. Trend data will be used to identify pupils or groups for interventions. Use of external data including Data dashboard will be analysed and further information on groups made available. A referral may be made to the local authority attendance advisory service should attendance remain poor after Academy interventions.

8. Penalty Notices for Unauthorised Absences

8.1 Unauthorised absence:

Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to the Local Authority for a Penalty Notice to be issued.

First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

8.2 Exclusion:

A penalty notice can only be issued where an excluded child is found in a public place during school hours of days 1-5 of any fixed term or permanent exclusion. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution through the Magistrates Court.

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

9. Removing a Pupil from the Academy Roll

9.1 School Transfer

We will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.

Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our Admissions Policy.

We will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.

9.2 Elective Home Education (EHE)

If parents or carers take the decision to educate a child at home, they must tell the Academy of this in writing – this letter or email should be addressed to the Principal and include the date of decision to home educate and a brief explanation of the reasons for Elective Home Education. Once this letter is received, the Academy will remove the pupil from the Academy roll (following a 10 school day period) and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers. If an Elective Home Education request letter or email is not received, the pupil remains on the Academy roll and action may be undertaken following irregular or non-Academy attendance procedures and could lead to prosecution or an instant fine under the Anti-Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

9.3 Removing a Pupil from Roll

If parents/carers decide to transfer their child to another school or Academy, they should advise the school office as a matter of priority, providing all necessary details, including any new address (if relevant) and the

school or Academy the child is transferring to. When in the process of a school or Academy transfer the child must continue to attend The Hundred of Hoo Primary Academy until a start date has been agreed with the new school or Academy. If the Academy does not receive this information and a child stops attending, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation.

As per The School Attendance (Pupil Registration)(England) Regulations 2024 - Section 9, when all possible actions have been taken we will remove the student from the academy roll due to continued serious absence:

- The pupil has not attended the school within the ten school days immediately after the end of the period of leave and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- The pupil has been continuously absent from the school for at least twenty school days and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.

<https://www.legislation.gov.uk/ukxi/2024/208/regulation/9/made>

10 Education for Health Needs Including Mental Health

The Academy will operate according to its statutory duties under section 19 of the Education Act 1996 and DFE: Education for children with health needs who cannot attend school (DFE: Education for children with health needs who cannot attend ...).

The Academy will refer to the Local Authority regarding alternative provision where a student cannot attend school full-time for 15 days or more, consecutive or otherwise, due to a physical or mental health need and cannot access full-time education.

Under the Education (Pupil Registration) (England) Regulations 2006, a school may only remove the name of a pupil who is unable to attend school because of additional health needs from its roll in specific circumstances, which include where: - the pupil has been certified by a medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

Appendix 1 - Code Description

- / Present (AM) \ Present (PM)
- **B:** Educated off site (NOT at an alternative provision)
- **C:** Other Authorised Circumstances
- **C1:** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
- **C2:** Leave of absence for a compulsory school age pupil subject to a part-time timetable
- **D:** Dual registration (i.e. student attending other establishment)
- **E:** Excluded (no alternative provision made)
- **G:** Family holiday (NOT agreed or days in excess of agreement)
- **I:** Illness (NOT medical or dental etc. appointments)
- **J1:** Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- **K:** Attending education provision arranged by the local authority (section 19)
- **L:** Late (before registers closed)
- **M:** Medical/Dental appointments
- **N:** No reason yet provided for absence
- **O:** Unauthorised absence (not covered by any other code/description)
- **P:** Approved sporting activity
- **Q:** Unable to attend the school because of a lack of access arrangements (travel pass delays via local authority)
- **R:** Religious observance
- **S:** Study leave
- **T:** Traveller absence
- **U:** Late (after registers closed)
- **V:** Educational visit or trip
- **W:** Work experience
- **X:** Non-compulsory school age absence
- **Y1:** Unable to attend due to transport normally provided not being available
- **Y2:** Unable to attend due to widespread disruption to travel
- **Y3:** Unable to attend due to part of the school premises being closed
- **Y4:** Unable to attend due to the whole school site being unexpectedly closed
- **Y5:** Unable to attend as pupil is in criminal justice detention
- **Y6:** Unable to attend in accordance with public health guidance or law
- **Y7:** Unable to attend because of any other unavoidable cause (emergency situations only)
- **Z:** Student not yet on roll
- **#:** School closed to students

Appendix 2 - Absence Period Guidance

Absence Period Guidelines	
Illness/Infection	Absence Period and Notes
Athlete's foot	None
Chickenpox	5 days from onset of rash and until all blisters have crusted over.
Cold/Runny nose	None
Cold sores (herpes simplex)	None
Conjunctivitis	None
Cough	None
COVID-19 - Respiratory infections including coronavirus	3 days following a positive test - mild symptoms such as runny nose and headache can attend if no positive test
Diarrhoea and vomiting	24 hours after diarrhoea and vomiting have stopped
Diphtheria*	Do not attend - Follow GP guidance
Flu or flu like illness	Until recovered
Glandular fever	None
Hand foot and mouth	None
Headache	None
Head lice	None
Hepatitis A	7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Hepatitis B, C, HIV	None
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotics
Measles	4 days from onset of rash and well enough
Meningococcal meningitis/ Meningitis (bacterial)/ Septicaemia*	Until recovered
Meningitis viral	None
MRSA	None
Mumps*	5 days after onset of swelling
Ringworm	None
Rubella* (German measles)	5 days from onset of rash

Scabies	Return after the first treatment
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped cheek/Fifth disease/ Parvovirus B19	None (once rash has developed)
Sore throat	None
Tiredness	None
Threadworms	None
Tonsillitis	None
Tuberculosis* (TB)	2 weeks after the start of effective antibiotic treatment (none for latent TB)
Warts and verrucae	None
Whooping cough (pertussis)*	2 days after starting antibiotics or 21 days from onset (no antibiotics)